



U.S. Court of Appeals for the Fourth Circuit

Office of the Clerk

Position Announcement 16-03

POSITION:	Intake Clerk/Operations Deputy
LOCATION:	Richmond, Virginia
SALARY/CLASSIFICATION LEVEL:	\$32,694-\$58,846 (CL 23/24)
CLOSING DATE:	Apply by May 27, 2016 – open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

This position is responsible for answering incoming calls, receiving over-the counter filings, collecting and receipting filing fees, preparing daily leave reports, receiving and docketing email from judges, responding to copy requests, processing and distributing incoming and outgoing mail and deliveries, providing support for judges' chambers, assisting with issuance of opinions, reviewing and docketing electronic notices received from the district courts, and coordinating preparation and mailing of attorney admission certificates.

QUALIFICATION REQUIREMENTS

A high school diploma is required, and a college degree is strongly preferred. Two years of general experience are required (may be fulfilled by two years of education above the high school level). Qualification at CL-24 requires one year of specialized experience equivalent to work at CL-23. The position requires skill in using office equipment such as a telephone system, computers and computer software applications, postage meter, photocopier, and scanner. The position also requires the ability to use automated systems to enter and retrieve information, prepare documents, and send and retrieve email. Strong customer service skills are essential. Lifting up to 50 lbs. is required.

EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching). The court offers a mass transit subsidy (budget dependent). Judiciary employees are at-will employees and are not covered by Civil Service protections.

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court, based on the results of a background check. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

APPLICATION PROCEDURE

To apply, please submit (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and contact information of three professional references; and (3) an **AO78–Application for Employment**, which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Completed applications should be emailed to: 4cca-vacancy@ca4.uscourts.gov, with a subject line referencing “Job Announcement 16-03. Applications should be received by May 27, 2016, to receive full consideration.